Memo

Queensland Curriculum and Assessment Authority

Delivery of 2016 NAPLAN test materials

Purpose

To inform principals of the timelines and processes for the delivery of the 2016 test materials.

Background

The delivery of test materials will begin in second term, immediately after the vacation.

- Schools in the remote areas of the state will receive their materials **from 11 April 2016**.

- Schools in other areas of the state will receive their materials **from 18 April 2016**.

- Most test materials are expected to be in schools **by Friday 29 April 2016**.

- Test materials in alternative formats will arrive separately and should be received **by Wednesday 4 May 2016**.

- The tests are scheduled for the mornings of **Tuesday 10, Wednesday 11 and Thursday 12 May 2016**.

As always, the timeframe for delivery is very tight. Therefore, it is important that principals advise the QCAA through the NAPLAN portal at https://naplan.qcaa.qld.edu.au/naplan as soon as their school receives the test materials and, if necessary, request additional materials.

The principal is responsible for the overall security, receipt and confidentiality of all test materials from the time the school receives them through to the end of the test security period. This includes the safe collection or dispatch of those materials at the conclusion of the tests.

Section 2.4 of the *2016 NAPLAN Handbook for Principals* (p. 3) describes a principal's responsibilities:

> The security of the tests is critical to ensure that students' individual results accurately reflect their abilities. Test materials must be kept in a secure location under lock and key to avoid any premature disclosure of content, or unauthorised disclosure of materials during the test period.

All schools are expected to prepare a plan for the secure storage of their test materials.
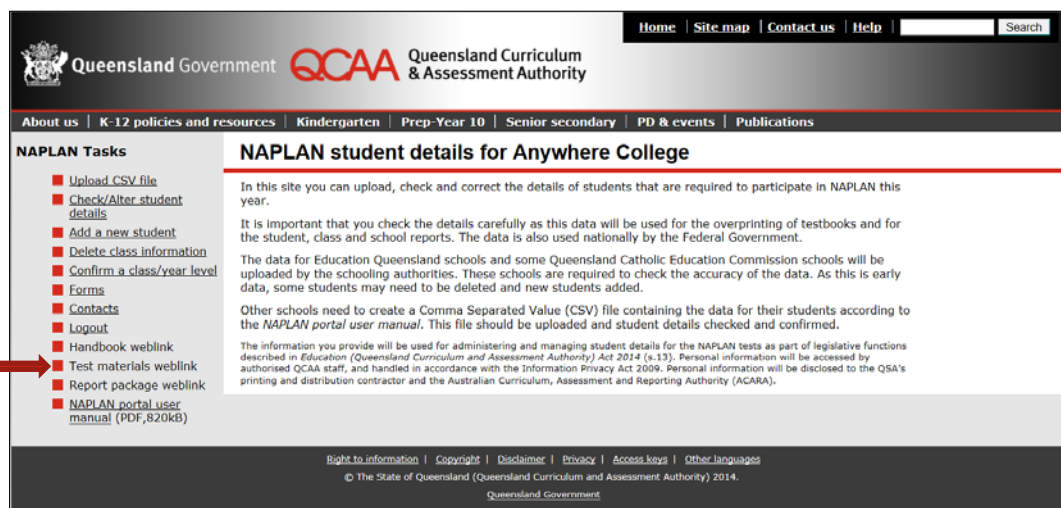
Information

Fuji Xerox DMS, the QCAA contractor responsible for distributing the test materials, will advise schools by email when their test materials have been lodged with Australia Post. This email will inform schools of the number of packages they can expect and of the consignment numbers of the packages. Schools should use the consignment number to track the status of their delivery through the Australia Post tracking system.

NAPLAN materials must be received in person by the principal or the principal's delegate. The principal is to ensure that the authorised person who receives the test materials signs for them and legibly records their name and the time the materials arrive at the school. This information may be requested by the QCAA. Materials must not be left unattended by a courier. If this occurs, notify the QCAA immediately.

The *2016 NAPLAN Handbook for Principals*, Section 4 (p. 5) contains detailed information about the security of test materials. The processes for checking materials upon receipt are explained in Part B (pp. 34–35) of the handbook.

What you need to do

- Authorise school personnel to sign for the receipt of the test materials.

- Identify a safe and secure area in the school where test materials can be stored for the time they are in the school.

- Check the quantities of all materials without opening the tamper-evident bags and acknowledge the receipt of all materials upon arrival.

- Notify Fuji Xerox (1800 771 166) of any incomplete deliveries.

- Make any requests for additional materials as soon as possible. To do this, you will need to:

  - access the **NAPLAN portal** on the QCAA website https://naplan.qcaa.qld.edu.au/naplan

  - select the **Test administration log in** page (where you checked your data, and acknowledged receipt of the *2016 NAPLAN Handbook for Principals*)

  - enter your **BIC** and **password**

  - select the *Test materials* **weblink**, as shown below, and enter the relevant information.

Finding out more

Should you require more information about the delivery of your NAPLAN materials, please email garry.jorgensen@qcaa.qld.edu.au, or phone 3864 0442.

Claude Jones
Director, Assessment and Reporting Division